



E911 Coordinator Forum Attendance Policy

Policy

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The State E911 Program has a nine-year history in scheduling educational and informational events for the county E911 personnel, providing them with a venue from which to learn from each other and from subject-matter experts. The practice of supporting state-contracted county attendance through travel expenditure reimbursement has shown an increase in forum attendance. This policy specifically deals with extending that reimbursement.

Background

The State E911 Program currently hosts a coordinator forum three times a year with two concurrent training tracks for the E911 County Coordinator and the Master Street Address Guide (MSAG) coordinator. State-contracted counties have been eligible for travel, lodging and meal reimbursement. Those non-state-contracted counties were invited to attend but had to do so at their own expense. Any additional county personnel who attended were at county expense.

Forums have generally been well attended with positive comments on the benefit of the training and the value of having a forum for statewide interaction with peers. Other county personnel have expressed an interest in attending the forums either because of the subject matter being presented or because of an interest in forwarding particular aspects of their own county 911 program. The state contract specifically stated that the E911 County and MSAG Coordinators must attend the forums to satisfy their contractual obligations. Non-contracted E911 county personnel have attended forums at county expense.

Analysis

The forums have proven to be beneficial to the counties over time. It is unlikely that county personnel would regularly attend forums if travel were not reimbursed. One of the major benefits is the opportunity to learn from industry peers. This is particularly true when the larger counties, who may not receive financial support from the State E911 Office, share their expertise and relate the impact of issues they face which eventually do migrate to the smaller counties.

Feedback from the coordinator forums indicates that additional county personnel would greatly benefit from the training being offered at the forums. The State E911 Program is fiscally able to absorb the additional expense incurred by the attendance of all E911 County and MSAG Coordinators along with an additional county employee who could benefit from the training being offered. The E911 Program recognizes merit in having an additional person attend these coordinator forums for full benefit to the county. Additionally, supporting diverse attendance promotes a consistently high expertise level for 911 professionals, statewide.

Decision

- ◆ All 39 of Washington's counties are eligible to receive State E911 Program reimbursement for up to three county employees to attend all three of the annual coordinator forums. Reimbursement includes meals, travel and lodging incurred in accordance with Washington state travel regulations.
 - Operational Contract counties are required to send two agency personnel to the forums. Sending a third person is optional. Required attendance shall include the E911 County Coordinator and one other individual depending on the forum topic. The Forum topics are:
 - October - Public Education
 - March - Training
 - June - MSAG/GIS
 - Operational Non-Contracted counties may send the E911 County Coordinator and two additional people to any E911 coordinator forum. The Washington State E911 Program will reimburse travel costs for all three in accordance with Washington State travel regulations.
- ◆ State-contracted counties will be reimbursed for up to three positions with the understanding that the E911 County Coordinator and the appropriate other activity Coordinator, based on the Forum topic, must attend to meet their contractual obligations.
- ◆ Those counties without a state contract may also be reimbursed by the State E911 Program for travel, meal and lodging costs incurred for their Coordinators and the other two people.
- ◆ Additional employees of a jurisdiction may attend at the county expense.
- ◆ Reimbursement will be at the state-approved travel rate for meals and lodging.
- ◆ In order to be eligible for reimbursement by the State E911 Program, counties must submit to the State E911 Office no later than 30 days prior to the first day of each forum the number of people attending the forum. The list of names should include the travel method (POV, government vehicle, passenger in another vehicle, etc.) and indicate if the individual is sharing a room with another county-reimbursed employee.
- ◆ The travel expense reimbursement will be paid directly to the individuals, not to the county or any other organization. Travel expense reimbursement forms will be submitted to the State E911 Office prior to the adjournment of the Coordinator Forum for which expenses are being submitted.

Approved by:


Robert Oenning, State E911 Administrator

Dated:

**Distribution:**

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